DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington DC 20310-2500

ANGMS 4331

15 December 1992

SECURITY POLICE TRAINING MANAGEMENT

1. **Objective.** As prescribed in AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirements to accomplish the tasks described in the work center description for varying levels of workload volume for the Security Police Training Management position.

2. **Authority.** AFR 207-1 and NGR (AF) 207-1 contain USAF and Air National Guard (ANG) policy and procedural guidance for the Security Police Training Management position. This ANGMS is developed in accordance with procedures contained in AFR 25-5, May 1988.

3. **Applicability.** This standard applies to all host Air National Guard flying units providing priority B and/or C aircraft security. This standard does not apply to ANG flying units tenant to other ANG, AFRES, or USAF flying units which provide priority B and/or C aircraft protection, ANG mission support units, and ANG training sites (Alpena, MI; Gulfport, MS; Volk Field, WI; and Savannah, GA). This standard applies to peacetime operations only.

4. **Standard Data:**
   a. Classification. Type III.
   b. Approval Date. 11 Nov 91.
   c. Manpower Data Source. Staffing Pattern.
   d. Standard Manpower Equation. $Y = 1$ (Constant Manpower).
   e. Workload Factor. N/A.

5. **Application Instructions.** This work center requires constant manpower of one position. No other application instructions apply.

6. **Statement of Conditions.** The normal hours of operation for this work center are eight hours a day, five days a week. There are no other standard of living constraints that affect the daily operation of this work center.

PUBLISHED UNDER AUTHORITY OF THE SECRETARY OF THE AIR FORCE

JOHN B. CONAWAY
Lieutenant General, USAF
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Director
Administrative Services

2 Attachments
1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION

Security Police Training Management

DIRECT:

1. TRAINING MANAGEMENT:

1.1.   CONDUCTS ENLISTED SPECIALTY TRAINING (EST). Indoctrinates individual on the concept, scope, objective, and training and documentation requirements of the EST program.

1.2.   MONITORS COURSE ENROLLMENT:

1.2.1.   ENSURES CAREER DEVELOPMENT COURSE (CDC) ENROLLMENT. Ensures the Consolidated Base Personnel Office (CBPO) training section enrolls trainee in applicable CDC and processes CDC status record.

1.2.2.   MAINTAINS EST ADVISORY SERVICE COURSE LIST. Identifies and maintains a list of personnel requiring attendance at EST advisory service courses.

1.2.3.   FORWARDS CDC ENROLLMENT EXTENSION REQUEST. Forwards request for CDC enrollment extension to ECI and completes AF Form 2096 as required.

1.2.4.   PROCESSES FORMAL COURSE ENROLLMENT. Identifies training requirement to CBPO training section, coordinates selection with appropriate staff agency, and forwards selection to CBPO training section.

1.3.   REVIEWS UNIT EST PROGRAM EFFECTIVENESS:

1.3.1.   CONDUCTS FORMAL EVALUATION. Conducts formal visit to each flight annually to review section EST effectiveness. Reviews past quality control evaluation to define problem area trend and continues formal evaluation using AFR 50-23, Enlisted Specialty Training, guidelines.

1.3.2.   PREPARES EVALUATION REPORT. Prepares written report for each formal evaluation and forwards copy to the operations superintendent and flight visited.

1.4.   MONITORS CLASSIFICATION ACTION. Reviews request for classification action (AF Form 2096, Classification On-The-Job Training Action) indicated as a result of unit EST action.

1.5.   PROCESSES EXTENSION COURSE INSTITUTE (ECI) MATERIAL. Receives and delivers ECI material to trainee's supervisor. Retains and files volume review exercise (VRE) answer sheet.

1.6.   CONDUCTS TRAINEE ORIENTATION. Conducts a comprehensive orientation for trainees entering upgrade training.

1.7.   MAINTAINS AND PROCESSES SPECIALTY TRAINING STANDARD (STS). Issues and maintains current STS for each Air Force Specialty Code (AFSC) authorized on the Support Personnel Manning Document (SPMD) and the Extended Unit Manpower Document (EUMD).

2. UNIT TRAINING PROGRAM:

2.1. DEVELOPS TRAINING PLAN. Monitors unit, individual, specialized, and qualification training requirement to incorporate into training plan; prepares and distributes plan to the security police flights for training accomplishment; and coordinates travel arrangements.

2.2. DEVELOPS, UPDATES, AND MAINTAINS TRAINING MATERIAL:

2.2.1.   PREPARES INITIAL TEST. Identifies academic area to be tested, researches directive, reviews applicable test bank question file, prepares new test question on AF Form 685, Question Bank File; updates AF Form 721, Question Bank Key; types question in test format, and forwards to supervisor for approval.

2.2.2.   DEVELOPS AND UPDATES TRAINING MATERIAL. Researches, drafts, reviews, and prepares specialized and qualification training outline, lesson plan, chart, mock-up, demonstration, test, and teaching aid required for instruction. Updates training material.

2.2.2.1.   DEVELOPS, UPDATES, AND LOCALIZES EDUCATIONAL SUBJECT BLOCK INDEXES (ESBI).

2.2.2.2.   DEVELOPS AND UPDATES TRAINING EXERCISE AND EVALUATION OUTLINES (TEEO).

2.2.2.3.   DEVELOPS AND UPDATES SPECIAL TASK CERTIFICATION AND RECURRING TRAINING (AF FORM 1098).

2.2.2.4.   DEVELOPS AND UPDATES TASK PERFORMANCE CHECKLIST (AF FORM 689).

2.2.3.   MAINTAINS SPECIALIZED AND QUALIFICATION TRAINING FILE. Files AF Form 522, Ground Weapons Training Data and USAF Firearms Qualification, and AF Form 497, Air Force Policy Statement, Firearms Safety and Use of Force.

2.2.4.   MAINTAINS AND UPDATES PERSONNEL AND TRAINING MANAGEMENT COMPUTER PROGRAM, SECURITY POLICE AUTOMATED SYSTEM (SPAS).

2.2.5.   CERTIFIES TRAINING. Certifies training by initialing training received and signs and completes AF Form 1098.

2.3.   CONDUCTS UNIT SECURITY TRAINING:

2.3.1.   PREPARES FOR UNIT SECURITY TRAINING.

2.3.2.   CONDUCTS FORMAL CLASS ON MISSION CHANGE AND REQUIREMENT.

2.3.3.   CONDUCTS FORMAL CLASS FOR SECURITY POLICE AUGMENTEE.

2.3.4.   ADMINISTERS PHASE I QUALIFICATION TRAINING. Administers qualification training to newly assigned security personnel to include local, major command (MAJCOM), and Air Force mission procedures and requirements before an individual is released for duty.

2.4.   OPERATES AND MAINTAINS VISUAL/AUDIO TRAINING EQUIPMENT.

3.   ANCILLARY TRAINING:

3.1.   RESEARCHES REQUIREMENT. Researches training requirement.

3.2.   COORDINATES TRAINING. Arranges for other staff agency to conduct applicable training.

3.3.   DOCUMENTS TRAINING. Documents training on Ancillary Training Record or Air Force approved automated data processing system.

4.   UNIT TRAINING ASSEMBLY (UTA) RELATED TRAINING:

4.1.   DEVELOPS LESSON PLAN AND TRAINING MATERIAL FOR UTA SECURITY TRAINING.

4.2.   DOCUMENTS SECURITY RELATED UTA TRAINING.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meeting, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the Standard Indirect Description.

STANDARD MANPOWER TABLE												
WORK CENTER/FAC Security Police Training Management/4331			APPLICABILITY MAN-HOUR RANGE Constant Manpower									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
Security Police	811X0	AGR	1									
TOTAL			1									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
TOTAL												

AF FORM 1113, Jun 91 (COMPUTER GENERATED).   PREVIOUS EDITION IS OBSOLETE.

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CHANGE 1
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ANGMS 4331, 15 December 1992, is changed as follows:

Page Insert Changes

Remove	Date	Insert
4	15 Dec 92 (Atch 2)	4

BY ORDER OF THE SECRETARY OF THE AIR FORCE

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